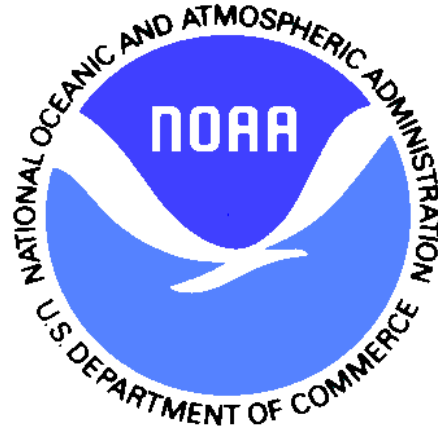**CAMS Project**

NOAA/CAMS CFS Implementation Open Document Conversion Vendor Correction Screen (CW002) Guide

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1.0 Open Document Conversion Vendor Correction Screen (CW002)

The purpose of the Open Document Conversion Vendor Correction Screen (CW002) is to associate FIMA documents with CFS vendor and address information to improve the vendor identification process in the FIMA to CFS automated open document conversion. The screen allows Finance to update vendor number and vendor address (ID) information for FIMA documents which appear on the FIMA Active Document Status File (ACTDOC). Finance would create an association between a FIMA document and CFS vendor information if the document appears on a vendor error listing and Finance finds that the document, in fact, does not have appropriate vendor information set up in CFS. The screen can be used before the go-live conversion scheduled for October 2002 and during the automated open document clean-up phase of the go-live conversion.

2.0 Suggested Process

The following steps outline the proposed process for associating FIMA documents with CFS vendor information.

1. The CAMS Design and Conversion Team generates a list of FIMA documents that cannot be assigned a vendor in CFS and distributes it to the ASCs (on the CAMS Web Site).
2. Finance retrieves the hard copy backup for a FIMA document on the error list to determine the vendor on the document.
3. Finance then searches for the vendor in CFS, using the Vendor Lookup Screen (PMD402 or PMD403).
4. If the vendor cannot be found in CFS, a Vendor DBA enters the vendor in the CFS Vendor Maintenance Screen (PM002).
5. If the vendor exists in CFS, but is inactive, the Vendor DBA activates the vendor and address, based on the document conversion matching type.
6. Finance records the Vendor Number and Vendor ID for the FIMA document in a worksheet. [There is an assumption that the Vendor DBA would not be updating the vendor information on the document.]
7. Finance enters the Vendor Correction Screen (CW002); searches on the Document Type and Document Number; and updates the document with the selected Vendor Number and Vendor ID for the document.
8. If the user enters a valid, active vendor and address in the screen, the record is updated with the change. If the user enters invalid or inactive vendor data, the screen will display an error message and prevent the user from committing any changes.
9. When the Identify Vendors program module is executed, it will not attempt to identify a vendor for any document updated in the screen. Instead, it will assign the Vendor Number and Vendor ID entered in the screen for the FIMA document.

3.0 Open Document Conversion Vendor Correct Screen (CW002)

The following is an example of the Open Document Conversion Vendor Correct Screen (CW002):

The Open Document Conversion Vendor Correction Screen (CW002) contains the following fields:

Field	Description
Document Type	This field identifies the FIMA document type. Query-only field.
Document No	This field identifies the FIMA document number. Query-only field.
Matching Type	This field identifies the CFS matching type associated with the FIMA document type. Query-only field.
Vendor No	The vendor number consists of primary vendor number. This is a vendor, from which goods or services were ordered and/or received. This is an update field.

Field	Description
Purchase Vendor ID	The purchase vendor ID is used on obligations for goods or services. This is an update field.
Payment Vendor ID	The payment vendor ID is used to process payments for goods or services. This is an update field.

> *Note:*
> *If 2-way match (TWO) appears in the Matching Type field only the Purchase Vendor ID can be entered.*
> *If no-match (NO) appears in the Matching Type field only the Payment Vendor ID can be entered.*

3.1 Entering a Vendor (CW002)

To enter a vendor in the Open Document Conversion Vendor Correction Screen(CW002), users perform the following steps:

Step	Action
1	Log into CAMS.
2	Type 'CW002' in the MENU field and enter. The Open Document Conversion Vendor Correction Screen will appear. The screen will open in query mode.
3	Enter the document type and/or document number and/or matching type to begin the query. There are different query searches based on the criteria entered. Below are examples of some different queries that may be performed. **Example:** Query by Document Type and Document Number Query by Document Number **Note:** *The more information entered in the fields, the narrower the search.*
4	Select **F12** to execute the query search. The screen will populate with the search criteria.
5	Tab to the 'Vendor No' field and type the 'Vendor Number' from the Vendor Correction Worksheet.

Step	Action
6	Tab to the 'Vendor ID' field and type the 'Vendor ID' from the Vendor Correction Worksheet. **Note:** *See note section above on matching type criteria.*
7	Tab through field to save record, or select **F5** to save record.
8	Arrow down to next record (if multiple documents have been retrieved for correction), or select **F11** to refresh and clear the screen for a new query.

3.2 Querying a Document (CW002)

To query a document in the Open Document Conversion Vendor Correction Screen (CW002), users perform the following steps:

Step	Action
1	Log into CAMS.
2	Type 'CW002' in the MENU field and enter. The Open Document Conversion Vendor Correction Screen will appear. The screen will open in query mode. **Note:** *The user can query on any column by entering search criteria and then selecting F12 to execute the query.*
3	Enter the document type and/or document number and/or matching type to begin the query. There are different query searches based on the criteria entered. Below are examples of some different queries that may be performed. *Note: All fields on Open Document Vendor Correction Screen can be queried on.* **Example:** Query by Document Type and Document Number Query by Document Number Query by Vendor No. **Note:** *The more information entered in the fields, the narrower the search. See Appendix B for additional querying scenarios.*
4	Select **F12** to execute the query search. The screen will populate with the search criteria selected.
5	Select **F11** to clear screen for new query.

3.3 Using the Vendor List of Values (CW002)

Step	*Action*
1	Log into CAMS.
2	Type 'CW002' in the MENU field and enter. The Open Document Conversion Vendor Correction Screen will appear. The screen will open in query mode. **Note:** *The user can query on any column by entering search criteria and then selecting F12 to execute the query.*
3	Enter the document type and/or document number and/or matching type to begin the query.
4	Select **F12** to execute the query search. The screen will populate with the search criteria selected.
5	Tab to the 'Vendor No' field, and press the **HOME** key to see a list of active existing CFS vendors in the system. **Note:** *The LOV is populated with all active vendors and addresses in CFS.*
6	Use the arrow keys to highlight the correct 'Vendor No', and press **Enter** to select the correct 'Vendor No' and 'ID'. The screen is populated with the selected vendor on the main screen.
7	Select **F5** to commit record.
8	Select **F11** to clear screen for a new query.

4.0   Appendix A

CFS Operator Keys ProComm Plus (VT220 Emulation)			
Oracle Function	**Key**	**Oracle Function**	**Key**
BackSpace	Left Arrow	Hot Window	F3
Cancel	F4 or Ctrl/B	Insert Record	Insert
Clear Block	F7	Insert/Replace Text	Ctrl/A
Clear Field	F6 or Shift/F7	List Values	Home or Ctrl/F
Clear Form	F9	Menu/Tool Bar	CtrlN/A or Ctrl/G
Clear Record	F8	Next Block	Page Down
Commit	F5 or Shift/F6	Next Field	Tab or Enter
Count Query Hits	F11/F3	Next Record	Down Arrow
Delete Character	Backspace	Next Screen	Page Down
Delete Record	Ctrl/D	Previous Block	Page Up
Display Error	F1/Shift F5	Previous Field	F1/Tab
Drill Down	Home	Previous Record	Up Arrow
Duplicate Field	F1/F11	Previous Screen	Page Up
Duplicate Record	F1/F12	Refresh Screen	Ctrl/R
Edit	F2	Remove Record	Ctrl/D
Enter Query	F11	Select, Save	F5
Execute Query	F12	Scroll Down	Down Arrow
Exit	F4 or Ctrl/B	Scroll Up	Up Arrow
Find	Home or Ctrl/F	Show Keys	Ctrl/K
Help	Shift/F5 or Ctrl/H		

5.0   Appendix B

Types of Queries

▸   Count query hits (F11/F3) displays the number of records retrieved upon execution of a query.

▸   General queries will retrieve all records from the database.

▸   Specific queries retrieve only records matching the query criteria specified.

▸   Advanced queries can use wildcard features that are helpful when users are uncertain of exact values for a field.

▸   The **%** symbol used as a wildcard search for a specified character string in the following manner:

    01%   Retrieve records beginning with *01*
    %01   Retrieve records ending with *01*
    %01%   Retrieve records containing *01*

▸   An underscore (__) may be used as a wildcard to replace a single character within a search string; or multiple underscores can replace more than one character that is particularly helpful when a user is unsure of the exact spelling.

    Example: T_P   Retrieves records containing T**O**P and T**A**P

6.0   Appendix C

Vendor Correction Worksheet

FIMA Document	FIMA Document Number	Matching Type	Vendor No	Purchase Vendor ID	Payment Vendor ID